

Solicitation: Associate Climate Change Coordinator (ACCC), Republic of Palau

Statement of Work

A. Purpose:

To engage the services of an Associate Climate Change Coordinator (ACCC) in Koror, Republic of Palau (ROP) to provide technical assistance to key relevant governmental institutions on climate change policy and programs and help develop a “National Climate Change Strategy” for the ROP and a “Road Map/Action Plan” for implementation.

B. Background

Climate change poses significant risks in Palau, as in most small island states. While ROP officials are aware in general of the potential risks associated with the adverse impacts of climate change, and participate in many regional climate change meetings and workshops, they have requested assistance to develop a national policy and roadmap for implementation. Officials have indicated there is lack of capacity to adequately analyze and synthesize the abundance of materials and muster support to produce a coordinated effort for addressing climate change. The lack of a climate change strategy is a major omission in the ROP domestic policy agenda and the Palau Government seeks to correct this.

The ROP government has requested U.S. Government (USG) assistance in developing an appropriate climate change roadmap that is responsive to local cultural, economic, and technical needs. To ensure a successful result, this project should include fostering cooperation and consensus on climate change priorities among government, local environmental non-governmental organizations, state governments, and impacted communities, drawing on their prior experience and identified needs. Working within this context, the ROP needs to identify immediate, mid, and long-term prioritized needs, and formulate a clear, comprehensive, and practical strategy for addressing them through follow-on government, community, and international donor and/or lending institution actions.

In order to assist with and help facilitate this consensus roadmap, an Associate Climate Change Coordinator is sought with expertise in Climate Change adaptation challenges and issues, experienced in forging consensus between NGOS, governments, and local communities, and knowledgeable of local culture and institutions. The Coordinator shall play a facilitative and convening role, and help the ROP to organize and facilitate the consultations needed to produce the Roadmap and National Climate Change Strategy.

The U.S. Government currently supports the ROP through three regional activities on climate change and environment. In 2011, USAID implemented the Asia Climate Change Adaptation Support Facility (ADAPT Asia-Pacific), a project designed to provide capacity building and governance support for adaptation planning and implementation in the region. USAID also successively launched in 2012 the Vocational Training and Education for Clean Energy (VOCTEC) project, and the Coastal Community Adaptation Project (C-CAP) that aim to improve capacity for sustaining renewable energy investments and build climate resilience of vulnerable coastal communities in the Pacific region, respectively. Palau is among the Pacific Island nations that will benefit from these regional projects. For example, working closely with the ROP, C-CAP intends to (1) build capacity for community engagement for disaster prevention and preparedness, and (2) integrate climate-resilient policies and practices into long-term land

use plans and building standards. In December 2012, Palau also received from USAID a total of \$100,000 in disaster assistance to support early recovery of areas affected by Typhoon Bopha.

To support the ROP in its efforts to build capacities to mitigate and adapt to potential climate change impacts, the US Department of State is financing (through USAID) an Associate Climate Change Coordinator in Koror to provide technical assistance and policy support to the ROP on climate change.

C. Activities

The Coordinator shall perform the following activities in order to meet the stated objective:

- Assist with the establishment of an inter-governmental team that will aid in the development, adoption and implementation of the GOP's national climate change strategy and roadmap..The national climate change strategy and roadmap are expected to be developed and finalized within the first 20 months and should include an overall prospectus for dealing with the challenge, detailing enumerated priorities, possible actions, related options, and trade-offs.
- Facilitate the assessment of the current state of climate change adaptation in Palau, including, but not limited to:
 - a. Level of awareness of climate change challenges;
 - b. Sustainability of all climate change-related projects currently being carried out or addressed by local NGOs, donors (existing and potential), community organizations, state and federal government agencies, and other key stakeholders; and
 - c. Current institutional government and NGO resources and capacity for formulation and implementation of integrated climate change adaptation policies.
- Promote engagement and close working ties between the inter-governmental team and local NGOs, state governments, universities, research institutions, private sector, donors, communities and other key stakeholders.
- Facilitate completion of activities by the inter-governmental team and lead agency technical staff in support of the national climate change strategy and roadmap.
- Help develop appropriate macro- and micro- projects for addressing related needs, assist relevant government agencies in availing loan and grant assistance opportunities, and be ready to assist other arms of the GOP on climate change issues.
- Work with key senior government officials in developing a sustainability plan to build capacity for adopting the initiatives included in the road map and for administering and adjusting the national climate change strategy and roadmap as needed.
- Work with the Ministry of State and the Ministry of Finance in communicating Palau's climate change needs to donors.
- Assist the Ministry of Finance and other Ministries, as appropriate, on the national development plan by integrating the national climate change strategy and roadmap into broader development planning.

D. Coordination with ROP Authorities

The Coordinator will report directly to the Office of the President, Office of Environmental Response and Coordination (OERC). The Coordinator will have a desk housed within the Office of the President. The Coordinator will liaise with the office of the Minister of the Natural Resources, Environment and Tourism, and coordinate closely with that Ministry, both to provide requested advice, and as a means of furthering

their tasks and functions within the overall pursuit of the project goal. The Coordinator should also assist with research of climate change loan and grant assistance opportunities, assist with draft of related grant or loan requests, and be ready to assist other arms of the Government of Palau on Climate Change issues. The Coordinator will help establish and facilitate an inter-governmental committee to lead project development.

A series of benchmarks and performance milestones will be established for the Coordinator position, by which to measure implementation, as well as to identify and address related barriers therein. In addition to informal communication and emails, the Coordinator is expected to prepare a monthly short report to the National Environmental Planner/Climate Change Coordinator, with copies to the Minister of State, the Minister of Finance, the Minister of the Environment and the United States Embassy-Koror regarding progress towards development and implementation of the Roadmap.

E. Reporting Responsibilities

The Coordinator will report directly to the National Environmental Planner/Climate Change Coordinator (NEP-C3) of the Office of Environment Response and Coordination for all technical matters. For contractual issues, the Coordinator shall report to the USAID Contracting Officer. Reports the Coordinator delivers to the Government of Palau shall be copied to U.S. Embassy Koror designated personnel.

F. Qualifications

The Coordinator is expected to be well versed in climate change mitigation and adaptation challenges and issues; experienced in forging consensus between NGOs, governments, local communities and other key stakeholders; and knowledgeable on local culture and institutions.

- a. Education: The incumbent is preferred to have a graduate degree in public policy/administration, environmental management, or related fields. But an undergraduate degree with exceptional demonstrated achievements and experience will also be considered.
- b. Work Experience: The incumbent should have experience working within the Pacific region on key development programs. Three to five years of progressively responsible experience in climate change adaptation, mitigation and/or environmental management and policy experience is required. Demonstrated experience working with high government officials and international donor agencies is required.
- c. Specific Skills and Competencies: The incumbent will demonstrate the following:
 - Knowledge of the concepts, principles, techniques, and practices related to climate change mitigation and adaptation.
 - Understanding of the United Nations Framework for Climate Change (UNFCCC).
 - Strong knowledge of overall climate change challenges in Pacific and ROP; the government and private sector capacity levels in addressing these challenges; and the appropriate policies, technologies, and practices required to address climate change impacts.
 - Expertise in Palau government policies and inter-agency coordination related to climate change, disaster risk mitigation and adaptation.
 - Excellent leadership skills to work with an inter-governmental team to address strategic issues related to climate change.

- Knowledge of different donor loan/grant programs and demonstrated skill in developing loan/grant requests.
- Ability to quickly establish technical credibility with key ROP policy makers.
- Expertise in project development, implementation, and management.
- Fluent knowledge of the English and Palauan languages.
- Strong intellectual and conceptual skills needed to accomplish program objectives.
- Excellent written communication skills sufficient to prepare high quality regular and ad hoc reports, presentations, activity documentation and briefing papers.
- Excellent verbal communication skills, tact and diplomacy and the ability to establish and develop productive working relations at the highest level, and a high level of trust with public and private organizations.
- Ability to work effectively in a team environment and proactively work to achieve consensus on policy, project and administrative matters.
- Experience in media and community outreach.

G. Period of Performance

The award is expected to be made on or before September 30, 2013. The overall period of performance is 30 months. However, the extent of the period of performance will be reviewed annually based on the programmatic needs of the USG, ROP, and achievements of the Coordinator.

H. Deliverables and Payment Schedule

The Contractor shall deliver the following to the USAID Contracting Officer's Representative (COR) according to the following schedule:

1. Monthly Progress Report (MPR) – Shall include milestone progress, meeting minutes, activities accomplished, activities planned, and issues which U.S. Embassy/USAID need support. The required format and content of the MPR must be approved by the COR after the award. MPRs are due within the first seven calendar days after the end of each month. A total of 30 MPRs will be submitted by the Contractor over the performance period. Any change of this schedule must be approved in writing by the COR in advance.

2. Work Plan (WP) – The work plan shall address a clear outline of all specific activities with relevant timelines to demonstrate completion of a "National Climate Change Strategy" and a "Road map/Action Plan" within the performance period of the contract. The WP will identify and briefly describe all specific activities that the Contractor will accomplish in order to achieve the stated objectives. This WP should include, but not limited to, a summary description of each of the activities, how the tasks will be accomplished, type of resources and interventions necessary, anticipated challenges, a series of performance milestones, estimated timeline, relationship to other activities. The estimated timeline should be incorporated in the activity schedule. The draft WP should be completed within 60 calendar days from the date of the award. The final WP should be approved within 90 calendar days from the date of the award.

3. Establishment of a Working Committee (WC)—The Contractor shall play a key role in the creation of a Working Committee or a similar body with regular sessions to promote engagement and close working ties among local NGOs, state governments, universities, research institutions, private sector, donors, communities and other key stakeholders. The WC will improve awareness of climate change challenges,

exchange information, concur with the Climate Change Strategy (CCS) process, and propose appropriate projects for addressing climate change needs. An inter-governmental sub-committee shall be formed under this activity to facilitate coordination and approval processes and this sub-committee should meet frequently during the development of the CCS. Progress of all activities related to the WC shall be reported in the MPR. The Working Committee will be responsible for the preparation of the key documents (Current Status Assessment, Capacity Assessment, Donor Programs Assessment, Climate Change Strategy and Road Map) in order to ensure full buy-in and ownership of these national documents.

4. Climate Change Strategy (CCS) and Road Map (RM) – The Contractor shall play a key role in developing a fully integrated CCS and RM. The Contractor will assist with the establishment of an inter-governmental team that will lead the development, adoption and implementation of the ROP's CCS and RM. The Contractor shall act as a catalyst to ensure the completion of the draft CCS and the RM within 15 calendar months from the date of the award and submit copies to the COR. In the interim, the Contractor will identify major CCS/RM components, submit a conceptual CCS/RM, identify its approval process and conduct consultations with the WC to finalize CCS/RM. An outreach effort with representatives from key approving entities for the CCS shall be conducted to facilitate its approval. The Contractor shall be fully engaged in every step of the approval process to ensure the CCS and the RM will be approved within 20 calendar months from the date of the award.

In addition, as inputs into the Climate Change Strategy and Road Map, the Contractor shall help facilitate and provide inputs into the preparation of a Current Status Assessment, a Capacity Assessment, and a Donor Program Assessment to be prepared by the Working Committee. Timelines for these different component documents should be reported as part of the Contractor's Work Plan.

4.1 Current Status Assessment (CSA) – The Contractor shall assist with and facilitate by the Working Committee the completion of an assessment of the current state of climate change adaptation in Palau, including descriptive and financial sustainability data on all climate change related projects currently being carried out or addressed by local NGOs, bilateral and multilateral donors, and community-based, and/or state and federal government organizations.

4.2 Capacity Assessment–The Contractor shall facilitate and guide the Working Committee in the preparation of a Capacity Assessment of current available institutional government and NGO resources and capacity for formulation and implementation of integrated climate change adaptation policies. Based on the assessment, the Contractor shall identify the GOP's long-term capacity building needs and develop a sustainability plan that will provide specific recommendations to address those needs. The sustainability plan will build capacity for adopting the initiatives included in the road map and for administering and adjusting the national climate change strategy and roadmap.

4.3 Donor Programs Assessment- The Contractor shall facilitate and guide the Working Committee in the preparation of an assessment of donor assistance programs (e.g. UNDP, ADB, World Bank, Bilateral donors and NGOs) that are currently or could potentially provide effective financial and/or technical support for climate change projects in Palau.

5. Final Report –A draft final report shall be submitted to the COR a minimum of 30 days prior to the end of the performance period and shall be finalized by the end of the performance period. The content of this report should be developed in consultation with the COR.

All reporting and deliverables that are submitted to USAID must be written in English. It is the responsibility of the Contractor to have all reporting formats approved by the COR upon award of the contract.

USAID will pay the Contractor a fixed-price in the amount not to exceed \$93,600(to include salary, wages, any travel costs, related cell phone costs and other costs associated with the position) in accordance with the terms of payment and upon satisfactory completion and acceptance by the COR of all works and services including the submission of required reports/deliverables described in this Contract. The monthly progress payments will be made in 30 equal amounts after COR's written verification of the acceptance of each Monthly Progress Report.

I. Review and Acceptance

A representative from the U.S. Embassy, Koror will review and provide written concurrence to all the deliverables and the COR, or his/her alternate, will review and accept all deliverables under this Contract.

J. Place of Performance

The position will be based in Koror, Palau. The Coordinator position will be housed in the Office of Environmental Response and Coordination, Office of the President. The Office of the President will provide the Coordinator with all office and other necessary logistic support, and will be prepared to second personnel if requested by the Coordinator to facilitate the achievement of project goals. The incumbent is expected to travel in the region to support the proposed activities.

K. Provision of Equipment:

USAID will provide the Coordinator with the following equipment for the period of performance and for performance of the contract scope of work:

Computer

Cell phone